



POSITION TITLE: Assistant Director, Specialized Training Programs and the Center for Gifted Education

DEPARTMENT: School of Education

REPORTS TO: Associate Dean of Graduate Teacher Education

SALARY GRADE/RANGE: 11/\$47,204-\$49,981

FLSA DESIGNATION: Non-exempt; Salaried

POSITION SUMMARY:

Reporting to the Associate Dean of Graduate Teacher Education, the Assistant Director of Specialized Training Programs and the Center for Gifted Education advises students; and assists in maintaining knowledge of all programs and certification requirements, manages the recruiting process for prospective students, provides administrative support for listed programs and coordinates events and projects.

CORE RESPONSIBILITIES:

- Serve as prospective and current advisor for GT, MABA, Montessori, and SPED
 - Advise students regarding required coursework;
 - Complete transcript evaluations for prospective students;
 - Track completion of coursework throughout the year;
 - Remain current on licensure, endorsement, and certification requirements;
 - Work collaboratively to ensure all licensure, endorsement and certification requirements are met by the end of the program;
 - Supports candidate in course waivers and substitutions, as well as financial aid processes.
- Recruit graduate students and assist in marketing programs
 - Coordinate with recruiting events on and off campus;
 - Attend state and regional conferences related to graduate admissions & recruiting;
 - Coordinate with the Whitworth University Office of Communications, the dean of the School of Education, and program directors, updating university catalog as it relates to supported programs, ensuring accuracy of published information;
 - Work with enrollment management office and program directors / coordinators on production of marketing campaign, including program recruiting materials, providing current and relevant market information;
 - Review program marketing materials for accuracy and currency.
- Manage enrollment for supported programs
 - In coordination with the GSE program assistant, meet with prospective candidates to discuss application & admission to GSE and supported programs;

- Track application status, using SLATE protocol;
- Follow up with prospects to gauge continued interest;
- Review program admission applications, making recommendations to program directors and coordinators;
- Ensure candidates meet program admission and institution qualifications;
- Participate in program admission interviews;
- Participate in scholarship award decisions with program directors.
- Assist in administrative responsibilities and coordination of projects
 - Work with enrollment management team to update web sites and Pirate Port with current, accurate information, promotional messages, and coordinate new content program projects;
 - Review and facilitate updating program webpages;
 - Manage inventory, re-ordering, and updates to program marketing collateral (SWAG), working with enrollment management office to maintain brand integrity;
 - Participate in program and GSE meetings;
 - Supervise Graduate Assistant tasks as needed.
 - Assists program directors with creation of reports concerning the strategic enrollment programs, student recruitment and program assessment
 - Collects program assessment data for annual reporting
 - Manage the Gifted Institute and Gifted Education Summer Camp budgets
 - Collaborates with the Student Financial Services Office to ensure proper billing of Montessori students.
- Coordinate event planning for programs
 - Participate in program event planning, including institutes, partner events;
 - Directs the development of the annual gifted summer camp offerings
 - Devises policies and procedures for gifted education summer camps
 - Hires, trains, and supervises staff for gifted education summer camps
 - Forecasts event profitability and makes budget adjustments as needed
 - Serve as a member of the program Student Advisory Council, the Graduate Committee, and the Gifted Education Advisory Board;
 - Establishes and maintains processes and procedures for tracking event payments and registration records
 - Manages the marketing, registration, billing, and event details for gifted education institutes, gifted summer camps, and partnership events
 - Ensures partnership events adhere to university policies and procedures;
 - Generates contracts for institute presenters and camp staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of educational assessments and processes;
- Strong analytical skills, with the ability to analyze student assessment scores, offering data-driven solutions;
- Strong problem-solving skills;
- Clear organizational skills;

- Effective written and verbal communication skills to support candidates, and communicate with constituencies;
- Excellent consultation and customer service skills;
- Strong team player, with the ability to take initiative and operate independently.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree or higher from an accredited college or university in a relevant field (e.g., Education, Psychology, Educational Administration, Counseling, etc.)
- **Experience:** Two (2) years of experience working in higher education, adult education program advising, or a related field; Successful experience in marketing or recruitment; experience using technology to aid in marketing and recruitment; Experience in support roles, working with clientele, coaching them toward desired outcomes (e.g., career counseling, coaching, managing, etc.).
- A commitment to fostering culture that embraces diversity and inclusion;
- Ability to collaborate with a diverse constituency of students, staff, faculty and stakeholders;
- Experience with state licensure for teachers and counselors, including state required assessments and field experiences;
- Demonstrated ability to collaborate with multiple stakeholders, developing consensus toward common goals or policies;
- Demonstrated growth in cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications with students and other constituents across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, nationality, sexual orientation, gender identity, class or religious perspectives
- A personal commitment to the Christian faith and to the integration of faith and learning;
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.

ADDITIONAL REQUIREMENTS: A background check and sexual misconduct check will be required of the successful candidate. A curriculum vitae, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.

About Whitworth:

Founded in 1890, Whitworth has consistently ranked among the top regional colleges and universities in the West. Whitworth University has an enrollment of more than 3,000 students and offers more than 100 undergraduate and graduate degree programs. With strong liberal arts undergraduate and graduate programs, Whitworth unites a robust commitment to Christian mission and service, academic rigor and care for students.

Whitworth University's 200-acre campus of red-brick buildings and tall pines offers a beautiful, inviting and secure learning environment. More than \$125 million in campus improvements have been made in recent years.

A community of committed Christian faculty and staff employees carries out the university's mission "to provide its diverse student body an education of the mind and heart," equipping its graduates "to honor God, follow Christ and serve humanity."

Our Benefits:

Whitworth University provides a robust offering of benefits and services to enhance the quality of life of its faculty and staff. Employees who are eligible for benefits may participate in health plans including medical, dental and vision; a generous retirement plan (8% employer match); life insurance and long-term disability insurance. Well-being services include spiritual enrichment, the employee assistance program, and free access to the University Recreation Center and the Megan E. Thompson Aquatic Center. Free tuition for employees and tuition remission programs for spouses and dependents round out the offerings. Additionally, Whitworth employees enjoy 17 paid holidays each year.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our Christ-centered commitment to building a diverse and inclusive community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.